



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 12000.1

Code 0100

25 Oct 99

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 12000.1

From: Commanding Officer

Subj: SENIOR CIVILIAN ADVISORY COUNCIL

Ref: (a) Captains Call held on 17 Feb 99

Encl: (1) Senior Civilian Advisory Council Mission Statement

1. Purpose. To establish the composition and functions of the Naval Hospital Twentynine Palms Senior Civilian Advisory Council.

2. Background. During reference (a), the senior civilians of Naval Hospital Twentynine Palms were empowered to explore the possibility of putting together a formal group to act as an advisory body to the Command to fortify morale, co-worker relationships, motivation, and needs of the hospital. The Senior Civilian Advisory Council will do this utilizing their knowledge and corporate memory, to develop a greater sense of community amongst senior civilians by giving them a single voice at the command.

3. Composition. The council will consist of all GS-09 and above bargaining unit exempt civil service employees of the Naval Hospital. A chairperson will be chosen by the majority of the council and will act as the direct liaison to the Commanding Officer. The council shall have an elected "Chair" and "Vice Chair", which should be elected annually. Every member of the council should have an opportunity to hold office before a member can hold office twice.

4. Functions. The Council shall advise and assist the Command by performing the following functions:

a. Facilitate professional development of civilians through advocacy of training and education programs. Sponsor and conduct education programs designed to enhance the civilian military interface and mentoring of junior civilian employees.

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b. Advocate for the inclusion of Senior Civilians in decision making process.

c. Facilitate organizational stability by reporting at a minimum, quarterly, the council's actions and recommendations to the commanding officer.

d. Meetings will be held on a regular basis. Management of the meetings should generally follow Roberts Rules of Order. Monthly would be considered normal, more frequently if necessary. Meetings should normally be limited to one (1) hour during duty hours, but are not eligible for overtime compensation.

e. Providing welcome aboard letters/packages and coordinate civilian hail and farewells.

5. Applicability. This instruction is applicable to all GS-09 and above "bargaining unit exempt" staff of the Naval Hospital Twentynine Palms.



D. H. FREER
Acting

Distribution:
List A

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MISSION STATEMENT AND OBJECTIVES

Mission Statement

The Senior Civilian Advisory Council of the Naval Hospital Twentynine Palms will advise and assist the command by the promotion of career development, esprit de corps and consistent leadership practices.

Objectives

1. Facilitate professional development of Senior Civilians through advocating education and training programs for example: military protocol, HRO information, etc.
2. Advocate for the inclusion of Senior Civilians in decision making process, to fortify morale, co-worker relationships, motivation and the needs of the hospital.
3. Facilitate organizational stability by providing feedback to the Commanding Officer regarding issues. The Senior Civilian Advisory Council will do this utilizing their knowledge and corporate memory.
4. To develop a greater sense of community for senior civilians by providing welcome aboard letter/packages and civilian hail and farewells.

Enclosure (1)